CHESTER TOWNSHIP RENTAL HALL AGREEMENT

Chester Township Hall has a maximum capacity of 75 people.

RENTAL CHARGE: Township residents: $150.00, non-township rental: $200.00

DAMAGE DEPOSIT: A credit card will be held on file for damages. Any damages will be assessed and billed for damage and repairs to credit card on hold. Credit card denials will be sent for civil action.

RENTAL PROCESS: Township supervisor or designee will verify your taxpayer status. The hold harmless form and rental agreement must be filled out and submitted with the rental date and credit card on file for damages. The caretaker will meet you at the hall to give you a key one day prior to rental and give their contact information. If key is not returned, you will be charged in the amount of the lock smith bill.

CANCELATION: A full refund will be issued if the notice is given one week prior to the rental.

CHESTER TOWNSHIP HALL RENTAL RULES:

* NO SMOKING is allowed on premises. DECORATIONS MAY BE HUNG FROM THE CELINIG. TAPE IS ONLY ALLOWED ON WINDOWS; TAPE IS NOT ALLOWED ON WALLS.
* NO tables or chairs may be taken outside. Any debris from your rental that is outside, including pavilion must also be discarded along with your trash from the inside of rental.
* Chester Township does not supply any plates, cups, utensils, or napkins. Cleaning supplies will be provided.
* The building should be returned to the way it was found. Please clean, vacuum, and remove all garbage. Return all extra tables and chairs to the storage room. Arrange tables in the main room back to their original positions.
* Coffeepots must remain inside the kitchen with spout turned toward the inside of the kitchen to prevent spills on carpet.
* Thermostat should be set at 55 degrees prior to leaving the hall.
* Once completed notify the caretaker the hall is ready for inspection.

|  |  |
| --- | --- |
| Date of Rental |  |
| Renters full name |  |
| Renter’s address |  |
| Renters phone number |  |
| Renter’s signature |  |

By signing this document, the renter agrees to the terms above.

For Chester Township official:

|  |  |
| --- | --- |
| Payment received |  |
| Credit Card information |  |
| Chester township official signature/date |  |

CHESTER TOWNSHIP

1737 BIG LAKE ROAD

GAYLORD, MICHIAGAN

1-989-732-5886

TO THE FULLEST EXTENT PERMITTED BY LAW, (renters name) agrees to defend, on behalf of , and hold harmless the CHESTER TOWNSHIP BOARD, its elected or appointed officials, employees and volunteers and others working on behalf of the township, against any and all claims, demands, suits, loss, including costs connected therewith, for any damage with asserted, claimed or recovered against or from the Township, its elected and appointed officials, employees, volunteers or others working on behalf of the Township, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of alleged negligence of (renters name) and/or in anyway connected or associated with this contract.

Date of rental

Printed name of renter

Signature of renter Date

Signature of Township Official Date